

3012 Olde Birch Drive, Raleigh, NC 27610



Brief Description:

This one-story house was built in 1987. The Masonite siding is starting to rot. The wood windows need replacing. Some of the plumbing supply lines need replacing. The roof is leaking. Most of the house has textured ceilings. The HVAC system was repaired and is working. The total square livable area is 1,124 sf.

Major renovations include:

- Roofing
- Siding
- Painting
- Plumbing
- Windows
- Cabinets

**CITY OF RALEIGH
HOUSING REHAB PROGRAM
BID FORM**

PROPERTY ADDRESS: 3012 Olde Birch Drive, Raleigh, NC 27610

Pre-bid Walk through Date: Monday, November 13, 2017 @ 10:00 am,

Sealed bid is due in the Community Development Office, One City Plaza, 12th floor, 421 Fayetteville Street, Raleigh, NC, before 4:00 pm on Monday, November 20, 2017.

1. I, the undersigned have inspected the above listed property/properties and have familiarized myself with the plans and specifications dated October 3, 2017, given to me as bid documents for this project, and understand the character and extent of the work as described.

2. I have seen a copy of the standard Terms and Conditions Statement (which will constitute the first part of my construction contract) and understand the City of Raleigh construction standards and my other contractual responsibilities.

3. I propose to furnish all labor, materials, equipment, permits and bonds (if required) necessary to perform the work according to prevailing professional standards for the lump sum of:

Base Bid (excluding all alternates): \$ _____.

Total for Abatement Items \$ _____.

Total of all alternates \$ _____.

GRAND TOTAL= \$ _____.

4. If I am offered a contract for this project, I am available to begin work on _____, and I believe I can complete the project in _____ weeks.

5. I propose to use the following subcontractors on this project:

Electrician: _____ License #: _____

Plumber: _____ License #: _____

Mechanical: _____ License #: _____

6. This bid will be good for 60 days. If a contract is not executed before that time expires, I may decline the contract or propose a renegotiation of the contract price.

7. I testify that I have not colluded with any other person or firm regarding the submission of this bid:

General Contractor Company Name: _____ Tel#: _____

Principal in Charge: _____ Date: _____

Witness: _____ Date: _____

Fax#: _____ E-mail Address: _____

INSTRUCTIONS TO BIDDERS

INVITATION TO BID AND BID SUBMITTAL:

You are invited to submit a bid for the rehabilitation of the above-listed property/properties.

ALL WORK INDICATED on any documents attached to the BID FORM is included in the scope of work and shall be assumed to be included in the contractor's bid price.

The attached BID FORM must be used to submit a bid on this project. Any changes to these forms, missing information, or any other irregularities in the bid package, may be cause for rejection of the bid and disqualification of the bidding contractor.

Drawings and specifications are attached for your review. You must indicate a price for every line item in the specifications, attach them to this Bid Form, sign the Instructions to Bidders, and submit this entire package as your bid.

SEALED BIDS are due in the Community Development Department office - Room 101 at 310 West Martin Street - on or before the time indicated on the BID FORM. Envelopes must be clearly marked with the project address, the name of bidding contractor, date and time of bid opening.

MINIMUM CRITERIA FOR BIDDING CONTRACTORS:

When the total value of the base bid (excluding any alternates) exceeds \$30,000 the bidding contractor shall submit evidence of proper State General Contractor's License.

Bidding contractors must be able to anticipate their availability to begin work on this project within 60 days. Contractors who are not available to start within that time are asked not to submit bids.

Contractors must have a CONTRACTOR'S APPLICATION on file or worked for the City of Raleigh's Community Development Department before BIDDING. If the low bidding contractor has not worked for the City of Raleigh Community Development Department before or has not submitted a complete CONTRACTOR'S APPLICATION form prior to BIDDING that bid will be rejected. Contractors who do not meet the basic criteria set by the C.D. Department will not be offered contracts for work, even if they present the lowest bid.

Any of the followings may be causes for action against a contractor under this program:

- Failure to submit bids in good faith
- Making any promises or deals to the client while in the bid process
- Any act of deceit, fraud or willful misrepresentation
- Failure to comply with the agreed contract schedule
- Poor quality work
- Working under the influence of alcohol or drugs or allowing others to do so
- Failure to manage the site properly, including failure to pay subcontractors on time
- Price gouging
- Neglecting to attend to warranty work in a timely manner

We wish to highlight the fact that the funding for this program is provided by a federal agency and that discrimination against any employee, subcontractor, applicant for employment or any other party involved in the contract, for reasons of race, religion, sex, sexual preference, age, handicap or national origin is strictly prohibited.

It is the goal of the funding agency that contractors and subcontractors will be drawn as much as possible from the neighborhoods in which the work is being done.

ABOUT THE CONSTRUCTION DOCUMENTS:

Specifications are written as a performance specs. For the sake of brevity, detailed installation instructions are not spelled out. Plans are diagrammatic and not intended to indicate all details. The general contractor is responsible for executing the work in conformity with the highest professional standards for all trades.

All work indicated on any document attached to the BID FORM is included in the scope of work and shall be assumed to be included in the contractor's bid price.

The project property is made available at a pre-bid walk-through meeting so that the contractor may inspect all existing conditions affected by the proposed work. Contractors are encouraged to ask questions of the Community Development Rehab Specialist at that time to be sure they understand the precise extent of the work called for.

All bids must use a copy of the specifications distributed by the C.D. Rehab Specialist at the time of the pre-bid walk-through.

GENERAL CONSTRUCTION STANDARDS:

For the sake of brevity, many of the customary stipulations as to the quality of work are omitted here. It should be understood that the City of Raleigh looks for a high standard of professional performance and that work not measuring up to this standard will be rejected.

All work governed by a code shall be complying. It is the contractor's responsibility to see that all subcontractors who require licenses have them, that permits are applied for when that is required by City codes, that applications for permits are complete and correct, and that all inspections are passed in a timely manner.

Contractors are to furnish the homeowner with the manufacturer's or supplier's written operating manuals, and/or written warranty statements wherever applicable. And the general contractor must provide an ONE YEAR WARRANTY on all work under the contract and a THREE YEAR WARRANTY on any roof-related work.

No hazardous or toxic materials may be used on this project. No lead-based paint may be used.

All new finishes shall match, as closely as possible, original or adjacent finishes. This is especially important in a property in a designated historic district. If this site is in a historic district, the specifications will clearly say so.

All dirt and debris created by this project must be removed by the contractor on a regular basis and the site must be kept broom clean always.

When adjacent property might be affected by project work, the contractor is responsible for protecting the neighbor's property.

Contractors must provide homeowners with a reasonable assortment of finish samples from which they may select their colors or styles of finishes. The contractor shall keep a record of such selections for the project file.

Any damage to surfaces adjacent to work areas shall be corrected by the contractor before the work is deemed to be complete.

ABOUT DOING THE WORK AND GETTING PAID:

All work indicated on any document attached to the BID FORM is included in the scope of work and shall be assumed to be included in the contractor's bid price.

Any change to the scope of work, the price of work, or the schedule is only valid after the execution of a CHANGE ORDER. Change orders must be signed by the contractor, the property owner and the Community Development Rehab Coordinator before they are fully executed. The contractor assumes all the risk if he/she does work without authorization.

Work may NOT begin until the contractor executes a contract with the property owner and receives a written PROCEED NOTICE. After that, work must begin in earnest either on the stipulated start date or within 10 days of the Proceed Notice date if no other date is stipulated.

There is a penalty for missing the completion date, and interim payments are tied to interim percentage completion targets. (See Terms and Conditions Statement)

Payments are generally issued as single- party checks to the contractor. They are generally available about 30 business days after a draw value is established and approved.

INSURANCE AND WARRANTY FUND REQUIREMENTS:

Contractor agrees to purchase at its own expense insurance coverage to satisfy the following minimum requirements. A certificate reflecting the following minimum coverage shall accompany this Contract:

Workers' Compensation Insurance - Limits of no less than \$1,000,000 each accident, each employee and policy limit. Waivers of Indemnity are not recognized by the North Carolina Department of Insurance and will not be accepted by the City of Raleigh.

Commercial General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability. 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto the policy and listed on the Certificate of Insurance.

Commercial Automobile Liability - Limits of no less than \$1,000,000 Combined Single Limit. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought to a City of Raleigh site. 'City of Raleigh is named additional insured as their interests may appear' must be endorsed onto the policy and listed on the Certificate of Insurance.

All insurance companies must be licensed in North Carolina and be acceptable to the City of Raleigh's Risk Manager. The contractor shall be required to provide the City no less than thirty (30) days' notice of cancellation, or any material change, to any insurance coverage required by this Contract.

SELECTING THE WINNING BIDDER:

In making a final selection for the award of the general construction contract, consideration will be given to the proposed subcontractors, their past work, general qualifications, financial stability, etc. Subcontractors are bound by the terms and conditions of the general contractor's contract insofar as it applies to any work in their trade.

The City reserves the right to reject all bids or to waive any formalities in the bid process.

I understand and agree to comply with the entire bid instructions listed above:

Bidder's Company Name

Owner's Signature

Date

NOTE: The City of Raleigh standard TERMS AND CONDITIONS STATEMENT is available for your review. If you wish to see this document, contact John Duncan, the Rehab Specialist at 919-616-2646.

CITY OF RALEIGH
COMMUNITY DEVELOPMENT DEPARTMENT
REHABILITATION WORK WRITE-UP

OWNER: Etta Norris

ADDRESS: 3012 Olde Birch Drive, Raleigh, NC 27610

TELEPHONE NO.: HOME:

WORK:

INSPECTED BY: John Duncan

DATE OF INSPECTION: July 12, 2017

USE SPECIFICATIONS DATED: October 3, 2017

GENERAL

For the sake of brevity, descriptions of work in this write-up are outlined in nature. It shall be assumed by all parties that work described in this write-up will be finished completely in every respect and ready for use by Owner. ALL WORK SHALL CONFORM TO RECOGNIZED STANDARDS OF QUALITY AND WORKMANSHIP AND MATERIALS USED SHALL BE NEW AND APPROPRIATE FOR THE USE INTENDED. ALL WORK SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.

The Contractor is to keep the job clean always. The Contractor is to store trash and debris in a location acceptable to the Owner and is to haul off this trash at least once a week. Upon completion, the Contractor shall clean all new plumbing fixtures and rod-out plumbing lines. The Contractor shall leave the job in a clean condition. Where the windows have been painted by the Contractor, the glass shall be cleaned of all paint, including paint that was present before the Contractor's work began.

Contractors are reminded to make sure that all color and material choices that involve the Owner are documented. This is to protect all parties and to avoid confusion.

Where shown in this write-up the contractor is required to make allowances for either labor, material or both. SHOULD THE OWNER CHOOSE AN ITEM WITH A HIGHER COST THAN THE CONTRACTOR'S COST ALLOWANCES, THE ADDITIONAL COSTS WILL BE BORNE BY THE OWNER AND NOT BY THE CONTRACTOR OR THE COMMUNITY DEVELOPMENT DEPARTMENT.

Refer to the attached drawings

Owner's Signature

Date

SPECIFICATIONS DATED: October 3, 2017

General Notes:

1. All painting must be of the highest quality. The surfaces must be prepared and inspected before painting.
2. The primer and top coats must be the same tint.
3. Paint and Primer shall be the following or approved equal:
 1. Sherwin Williams "Super Paint", "Resilience", "Duration" or "Emerald".
4. Contractor shall provide a porta-potty during the construction process for contractor's and resident use. Maintenance of the porta-potty is the responsibility of the contractor.

COST 100. SITEWORK AND DEMOLITION

_____ 109. Provide an on-site security storage trailer to hold all (or majority of) furnishings and belongings. The contractor shall be responsible for moving all furnishings into and out of a trailer at the beginning and end of the project. Fumigate trailer for pests prior to moving furnishings back into the house at project completion. Furnish all keys but one to Owner during construction. Trailer shall be locked always unless used by the owner. The owner shall assume sole responsibility for the contents of the trailer. **Note: Contractor is solely responsible for any damaged caused by water leakage or moisture from the storage trailer.**

200. FOUNDATION AND SUPPORT

_____ 202. Install a 6-mil vapor barrier covering the entire dirt surface (except 6 inches from foundation walls) in the crawl space areas.

_____ 206. Replace existing and/or prepare additional openings in foundation wall and install approved 8" x 16" automatic foundation vents with screens and all necessary hardware to open and close.

300. EXTERIOR ENVELOPE

_____ 303. Install new 5" seamless pre-finished aluminum gutters and standard down-spouts, with concrete splash-blocks. Gutters to drain away from the foundation of units. Re-grade to ensure proper drainage.

_____ 304. Install a new shingled roof over the complete house. Remove all the old shingles down to the sheathing. The contractor shall have an allowance of 160 SF on new ½" roof sheathing. **Include replacing all rotten fascia and boxing.** Install new #15 felt paper, new ARCHITECTURAL STYLE fiberglass shingles with at least a twenty-five year manufacturer's guarantee, flashing, drip edge, shingle-over type ridge vent (along the entire length of all ridges), and vent boots complete. Color choice of shingles by Owner.

_____ 307. Treat interior and exterior for termite infestation and for powder post beetles control. Submit certificate of warranty for 12 months for termite treatment.

_____ 308. Prepare and insulate the following areas:

Ceilings – R38

Floors – R-19

_____ 315. For the front porch and the rear deck, replace all deteriorated wood with new. Include new lattice for the rear deck. Power wash, stain and seal the entire rear deck, rails and steps and the front deck. Paint the front porch rails.

_____ 317. Remove all the siding, existing soffits and fascias. Prepare the entire area install new approved vinyl siding. Include all corner boards, skirt boards, flashing, building paper, starter strips, etc. Also install perforated soffits and new fascia boards. Also include in your bid the following:

1. Remove the existing siding and sheathing and replace with new sheathing

400. DOORS

_____ 401. For the front door and the rear door install new aluminum white enamel self-storing storm door(s). Include return closure, latching/locking hardware, and bottom sweep. The front door shall be a full lite while Door(s) shall be a Larson or approved equal. Make any framing or trim adjustments necessary for a proper fit. Repair all areas disturbed by this operation.

_____ 403. Prepare the front door, shed door and rear door openings (total of 3 doors) and install a pre-hung fiberglass 6 panel front door and shed door and for the rear door install a metal 9-lite exterior solid core door. Each new door shall have a new adjustable aluminum threshold, weatherstripping, brick mold, peep hole (front only), and Schlage satin nickel series 619 entry and dead bolt locks, keyed alike.

_____ 414. Prepare the openings and install a new **PRE-FAB. PLASTIC** foundation access doors with T-hinges and swivel hasp. Design approval by the Housing Specialist.

500. WINDOWS

_____ 504. Install new approved white vinyl insulated glass replacement windows, with half screens. Include security sash locks. Repair/finish all areas disturbed by this operation, including the replacement/ repair (if necessary) and prepping/painting of all interior trim (See painting spec). Note: Windows shall be low E, argon filled with a **U value and SHGC of 0.3 or less**. Windows must be an Anderson Silverline or equal. Submit window data for approval before purchasing.

600. INTERIOR FINISHES

_____ 601. Remove all the texture finish from the ceilings. Repair the disturbed areas as required for a slick finish on the ceilings. Make repairs as smooth as possible. Currently there are textured ceilings in the following areas:

1. All the rooms

_____ 607. Prepare the following areas and install multi-ply structure board. Install new Armstrong Stratamax or approved equal sheet vinyl flooring by manufacturer's recommendation. All rooms under 12'0 square shall have no seams. Install new pine shoe molding around total perimeter painted two coats latex semi-gloss or stain to match with varnish. Color and style choice by Owner from Contractor's selection samples.

1. Bath #1
2. Bath #2
3. W/D area
4. Kitchen

_____ 608. Unless stated otherwise, for the entire entire remove existing and install new approved wall-to-wall 30 oz. carpet and 6 lb foam pad. Color and style choice by Owner, and installation approval by Housing Specialist. Install metal reducer strips where necessary as determined by the layout. For bidding purposes the contractor shall have an allowance of \$20.00/sy for material cost of carpet and pad

_____ 618. Install new kitchen base and wall cabinets with laminate countertops (w/splashguards) per attached drawing. Cabinets/vanity shall be **SOLID WOOD**. Hinges shall be of the self-closing variety and doors may be pulls, finger pulls, or knobs. Cabinets may be of traditional styling (with stiles) or frame-less. Countertops shall be post-form with all open ends (i.e. range space, etc.) capped with laminate. **Note: Owner reserves the right to choose a different cabinet style. For bidding purposes, contractor shall have a material allowance of \$4,800. All wall cabinets must be attached to blocking.**

- 1.

_____ 658. For each window install new white **aluminum** mini-blinds.

_____ 670. Furnish and install new range. The contractor shall have a total material allowance of \$700.00 for appliances. NOTE: All appliances where possible shall be "Energy Star" approved.

700. Painting (Interior and Exterior)

_____ 701. Prepare all wood exterior areas, the front rails and **FOUNDATION WALLS**, and paint with approved paint as described in the beginning of this write-up. Paint shall cover completely. Prime new materials first. Caulk all cracks and joints completely. Wash all window and door glass (interior and exterior and including all storm panels).

_____ 703. Prepare the total interior and paint with approved interior latex paint (all rooms and closets, etc.) Color choice by Owner. Include all doors, windows, jambs, moldings, walls, and ceilings. Paint shall cover completely and be of the highest quality. Paint the interior with approved paint as described in the beginning of this write-up. Protect all areas during the painting operation. USE OF PAINT CONTAINING LEAD IS PROHIBITED.

NOTE# 1: Contractor shall include in the bid the allowance of at least three different interior colors (one wall, one ceiling and one trim color).

800. PLUMBING

_____ 802. Remove the existing supply lines and install new supply water piping with pex or approved equal. Include all supply lines in & under the building. Include all valves (gate, pressure reducing valve, check valve etc.).

_____ 802. Prepare the bathrooms, and the kitchen and install the following. Include all related piping. Provide approved plumbing access doors.

1. A new 8" deep double bowl stainless steel kitchen sink with a Delta single lever faucet. Include a new sprayer and strainers.
2. A new single level faucet in both bathrooms installed in a new vanity.
3. A new American Standard H.C. or approved equivalent 1.6 gallon per flush commode. Include new toilet seat, wax seal and drain flanges. Color to be white.
4. For the MBR's bathroom (Bath #2), new 5-foot four-piece fiberglass tub with tub faucet. Faucet shall be a new three-hole Delta tub/shower faucet #2683C or approved equivalent. Installation includes all new drains, overflow, diverter, shower head, spout, curtain rod and all connections to ensure proper function. Do not install a spring-loaded type of stopper.
5. For the hall bathroom (Bath #1), install a new fiberglass shower unit. Include handicap accessible accessories including hand held shower head, vertical bar that the hand-held shower head can attach to and a fold-down seat (or a molded seat – owner's choice) that is attached to the wall (with blocking).

900. HEATING, VENTILATION AND AIR CONDITIONING

_____ 902. Prepare and install an electrical range vent hood over range vented to the outside. The hood shall be a Broan, G.E., Whirlpool or pre-approved equal by the Housing Specialist. The color shall be white or almond, Owner's choice.

_____ 904. Prepare and install a ceiling exhaust fan/light combination unit for the MBR's bathroom (Bath #2). Unit is to be vented to the outside and connected to a separate wall switch. The fan must move a minimum of 75 CFM of air volume.

_____ 903. Install a new heating/ electric cooling system. The system shall be at least 14 S.E.E.R. Install a new interior thermostat. Design distribution for optimum efficiency

utilizing oversized duct and 6x12 supply openings where required on longer runs. The return air location shall be approved by the Project Consultant. Use a low return 14" round to 20x20 or 20x25 depending on mechanical contractor's design. Ductwork shall be vinyl insulated R-8 (**silver faced**), properly sealed, with straight-run installation (no kinks or loops). Equipment shall be Trane, Carrier, Rheem, York, (Goodman is not allowed) or pre-approved other. Finish all areas to match that are disturbed by this operation.

Note: Ducted central heating equipment must have an HSPF rating of 8.5 or more.

DUCT WORK: Install R-8.0 (silver faced) flex duct, without rips in the inner or outer lining. Include installing a metal saddle under all hangers to keep the ducts from having restrictive air flow. All joints, connections, seams and holes in the duct system, air handler and the main supply and return connections should be sealed with duct mastic caulking and fiberglass mesh tape where applicable. INCLUDE REPLACING ALL RETURN AND SUPPLY GRILLS.

1000. ELECTRICAL

_____ 1003. Update the existing electrical system by doing the following. All work shall be complete and inspected for compliance with Local and State Building Codes.

1. Install new ground fault outlets in the kitchens and bathrooms. The number of the new ground fault outlets shall be per current codes.
2. Install new direct wired (with a battery backup) smoke/Carbon monoxide detectors per current codes. NOTE: ALL DETECTORS SHALL BE COTYPE (NOT JUST ONE AS PER CODE). Note: Bathroom exhaust fans must be installed on a separate switch.
3. Install a new front doorbell system.

_____ 1007. Install a new wall mounted light fixture with a separate wall switch in the bathrooms. The location shall be above the vanity mirror.

_____ 1008. Install a new exterior light fixture at each exterior door. Include a separate wall switch and new wiring.

Below is for the bidders' information only. Bidders should assume the following submittals will be required and where specified the following materials will be installed.

1. Want all submittals as soon as possible. All submittals must be checked by the contractor, stamped and signed. If the substitute product is submitted it needs to so state and point out deviations. Submittals should be furnished in sufficient quantity to allow (2) for Owner and adequate number for contractor and subcontractor's use. A set of contract documents and approved submittals need to be on the job site.
2. Shingle roofing - 25 yr. Certaineed Shingles – color is Weathered Wood.
3. House numbers - 3" black numbers.
4. Front Exterior entry door. – See write-up.
5. Door locks and hardware – Use what is specified in the specifications.
6. Windows - Catalog cut.
7. Mini blinds – Aluminum
8. Bathroom accessories - catalog cuts.
9. Cabinets - catalog cut (may need a sample if the catalog is not clear). See me about custom cabinets.
10. Cabinet hardware - catalog cut
11. Counter top finish and back splash - Nevamar – Armored Protection Shale Green Matrix Textured MR5004T
12. Paint - Sample area for approval
13. Paint - color clips, type and brand of paint (need to use the type specified - no other substitutes will be accepted). Interior wall color must match Sherwin Williams #7008. Doors and trim shall match Sherwin Williams #7013. Exterior colors will be determined later.
14. Plumbing fixtures – Used what is specified
15. HVAC equipment - data sheets and use a brand that is specified.
16. Bath and Kitchen exhaust fans - data sheets

Schedule of Values for 3012 Olde Birch Drive, Raleigh, NC 27610

Item Number	Description	Schedule of Values
109	Storage Shed	
202	Vapor barrier	
206	Foundation vents	
303	Gutters and downspouts	
304	Roofing	
307	Termite Treatment	
308	Insulation	
315	Front Porch and rear deck	
317	Vinyl siding	
401	Two new storm doors	
403	Exterior doors	
414	Foundation door	
504	Windows	
601	Remove popcorn finish from the ceilings	
607	Vinyl flooring	
608	Carpet	
618	Cabinets	
658	Blinds	
670	New range	
701	Exterior painting	
703	Interior painting	
803	New supply lines	
803	Plumbing fixtures	
902	Range hood	
904	Exhaust fan in one bathroom	
903	HVAC system	
1003	Update electrical	
1007	Bathroom vanity lights	
1008	Exterior lights	
Total	Rehab section	

